MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
February 8, 2017 at 10:00 a.m.
MDOT Aeronautics Building
2700 Port Lansing Road, Second Floor Commission Conf. Room
Lansing, Michigan

Members Present:

Jonathan Start, MTPA/KATS – **Chair**	Derek Bradshaw, MAR
Don Disselkoen, MAC – **Vice-Chair**	

Staff Present:

Rob Balmes, MDOT	Roger Belknap, MDOT
Tim Colling, MTU via Telephone	Chris Gilbertson, MTU via Telephone
Dave Jennett, DTMB/CSS	Frank Kelley, MDOT
Vicki Sage, MTU via Telephone	Gloria Strong, MDOT
Bill Tansil, MDOT	Ron Vibbert, MDOT

Members Absent:
Dale Kerbyson, MML
Rob Surber, DTMB/CSS

Acronyms and Abbreviations Frequently Used: CSS: Center for Shared Solutions   FHWA: Federal Highway Administration   FAST: Fixing America's Surface Transportation Act   IRT: Investment Reporting Tool   Map-21: Moving Ahead For Progress In The 21st Century   MDOT: Michigan Department Of Transportation   MPO: Metropolitan Planning Organization   NBI: National Bridge Inventory   NFC: National Functional Classification   NHS: National Highway System   PASER: Pavement Surface Evaluation And Rating   QA/QC: Quality Assurance/Quality Control   RPO: Regional Planning Organization   STP: State Transportation Program   TAMC: Transportation Asset Management Council   UWP: Unified Work Program   Any reference to Act 51 refers to Public Act 51 of 1951

1. Welcome – Call to Order – Introductions:
The meeting was called to order at 10:13 a.m.. Everyone present was introduced to Rob Balmes. R. Balmes will be replacing Ron Vibbert as Section Manager in the Michigan Department of Transportation (MDOT) TAMC Support Division. Ron Vibbert has been appointed as the Chief Data Steward at MDOT. R. Vibbert has been working in this position since the early 1990's and will now be working as the Chief Data Steward full time within the MDOT, Bureau of Transportation, Executive Division.

2. Changes or Additions to the Agenda (Action Item as needed):
None

3. Public Comments on Non-Agenda Items:
None

4. Correspondence & Announcements:

4.1. - TAMC Spring Conference 2017 – May 25, Mount Pleasant

Eric DeLong from the City of Grand Rapids, and Mike Nystrom from Michigan Infrastructure and Transportation Association (MITA) will be presenting information on the 21st Century Infrastructure Commission during the morning of the conference. The afternoon session will focus on agencies of different sizes and types and how they have implemented asset management.

TAMC will have a booth at the March 14-16, 2017 County Road Association Conference. On February 24, 2017 Roger Belknap will be giving a presentation at the Genesee County Planning Forum.

5. Consent Agenda:

5.1. - Approval of the January 4, 2017 Meeting Minutes (Action Item)

D. Disselkoen made a motion to approve the meeting minutes of January 4, 2017. D. Bradshaw seconded the motion. The motion was approved by all members present.

6. Work Program Update:

6.1. - Fiscal Year 2016 and 2017 Budget Updates – R. Belknap/H. McNichol

A copy of the updated budgets were distributed. The format of the report was reviewed for the benefit of the new support staff, R. Balmes. Under Non-paved Federal Aid Van Buren County Road Commission and St. Joseph County Road Commission have submitted invoices and they were paid. There will still be a remaining balance after funds have been dispersed. TAMC is still using the first-come/first-served policy for the distribution of the funds. TAMC support staff will be sending out a memo in March to inform agencies that for this year TAMC will continue to distribute funds on a first-come/first-served basis however, it will be changing the following year.

6.2. - Format of 2017-2019 Work Program -

The Metropolitan Planning Organizations and Regional Planning Organizations (MPOs/RPOs) may be receiving additional funds in the near future. This budget change will need to be incorporated into the work program. There is also some concerns that some of the assumptions used to draft the work program may not be accurate/realistic. Discussions will need to take place to assure that the work program is based on good information.

6.3. - TAMC 2016 Roads and Bridges Annual Report (2015 TAMC Annual Report Link) – H. McNichol

H. McNichol is the lead on the 2016 TAMC Annual Report. Chapters will be added to the report regarding the Investment Reporting Tool Re-write and 21st Century Infrastructure Commission's Report. They will also include data reporting information submitted by G. Chesbro after TAMC Data Committee has given approval. The support staff will have a review of the draft annual report next month. Support staff are currently looking at photos for the cover to reflect TAMC happenings in the report. Photo credits will need to be done; permissions for using the photos must be given in writing. If anyone has any suggestions for the report they can forward them to H. McNichol or R. Belknap.

6.4. - Asset Management Work Program and Unified Work Program for Metro/Regional Planning Agencies – J. Start

See 6.2. J. Start, R. Belknap, D. Bradshaw, and D. Wresinski are working with J. Watkin from MDOT's Statewide Transportation Section to draft RPO/MPO work program language that gives agencies flexibility and better identifies activities that are eligible for TAMC funding, and sets

priorities for completing those tasks. They would like feedback from the Council to assure it contains information the Council would like to see in the program. The next meeting of this subcommittee will be held on February 15, 2017. The draft includes TAMC policy and billing information.

7. Review and Discussion Items:

7.1. - TAMC Article for *The Bridge* Newsletter – R. Belknap

R. Belknap submitted a draft article regarding the 21ˢᵗ Century Infrastructure to MTU for the newsletter. The article was created by MDOT support staff and MDOT's Policy staff member, Elisha Defrain. After her initial review, Vicki Sage, from MTU, has requested more specifics for subjects in the article. TAMC ACE Committee will be responsible for the next newsletter article which is due May 1, 2017.

Below is the 2017 schedule and the committee responsible for producing the next article:
- May 1 (TAMC) Topic will be the TAMC Annual Report
- August 1 (Bridge Committee) Topic to be determined
- November 1 (Data Committee) Topic to be determined

7.2. – Paved Non-Federal Aid (PNFA) Data Collection Policy – J. Start

A draft of the Policy for Collection of Roadway Condition Data on Non-Federal Aid (NFA) Roads and Streets was shared. On the top of page 2 regarding when the data collection will occur, it was determined that each year should be the fiscal year, which will be the last Friday in September. All agencies must make sure the data collection is done by the last Friday in September. The data needs to be uploaded into the system to CSS no later than November 1. A couple of steps will be added to the Quality Assurance/Quality Control (QA/QC) process. Having this information earlier will be helpful for everyone. What happens if they do not submit it by November? Bulk of the dollars spent are during the fiscal year. If you want reimbursement for anything in that year you have to have it entered by that Friday and they will be paid out of that fiscal year and not the next fiscal year. Funds cannot be carried over into the next fiscal year. Data collection should cease at the end of the last Friday in September. The last day of rating if done in October is hit or miss due to weather conditions. September is a good season for collection. If they do not get that information in by that last Friday, they will not be reimbursed in that fiscal year but the next fiscal year. The majority of the agencies bill quarterly; some do it monthly. We should not encourage people to do data collection in October through December as that data will not be good. Data collection costs different amounts in different parts of the state. Agencies data collection for NFA roads may be done with or without reimbursement from the TAMC for Act 51 agencies. The new dates will be added to the 2018 MTU training. The first Pavement Surface Evaluation and Rating (PASER) Webinar is next week and Webinars end the first week in April. R. Vibbert suggested that the training information in the policy be removed and simply focus on the policy and billing issues to keep things simplified. We could refer them to the Paved Federal Aid Process policy for the training information.

It was also suggested that the MPOs/RPOs be given a TAMC budget, a list of TAMC priorities, and let them determine how to get these tasks done in any order that they like as long as the priorities are met by designated due dates and they do not overspend. In their work program the activities mandated by TAMC will be listed however, TAMC will not hold any constraints on

how much money is spent on each activity. TAMC wants to give them flexibility to change a project if for some reason they are not able to complete it, for examples, due to time or budget reasons. They can do something smaller and less expensive within the budget allowed them.

If we are involved in the local data collection, it will come out of the MPO/RPO allocation; they are not saying it is part of their budgetary actions for the year. This will not be considered double billing. If the MPO/RPO member is in the car that is doing data collection will they be reimbursed from the PNFA funds and/or the ACT 51 funds? D. Disselkoen will check on this. It was suggested that they be reimbursed a mileage rate instead of letting them submit a range of funds.

7.3. – 2017 Training Schedules for PASER/IRT/other TAMC Events - R. Belknap
The 2017 PASER Training and Certification schedule was shared with the committee.
MTU has requested that Council members sign up for training dates to appear and be the voice of the Council and field any questions that attendees may have.

The on-site IRT Training Sessions are currently being scheduled by CSS.

7.4. – Michigan Technical University (MTU)/Technical Assistance – T. Colling
The TAMC Bridge Committee was forwarded an e-mail regarding asset management plans for bridges training requesting their approval of training dates. Chris Gilbertson, from MTU, Center of Technology and Training, has prepared a roll-out of the updated format for the Bridge Asset Management Training, starting with the first Webinar and then a classroom type session. Two dates were proposed for the Webinars – Friday, February 17, 2017 and Friday, February 24, 2017; 10:00 a.m-12:00 noon. For the classroom type session, he has proposed conducting that on Thursday, March 9, 2017; 9:00 a.m.-2:00 p.m.. This is a workshop where attendees can utilize their own agency's data to create an asset management plan for their bridges. The trainings will be held at the MDOT, Horatio Earle Learning Center. Al Halbeisen and Keith Cooper will be participating in the Bridge Webinars.

7.5. – Michigan Center for Shared Solutions
    7.5.1. – Website Update – D. Jennett
    CSS made some updates to the content of the Website. They added information on local asset management training and several conferences. They have only placed calendar year 2017 information on the Website. If someone needs information from 2016 they will be referred to T. Colling. It was requested to put a link on the top of the page that says "Conference Info." and possibly move news and events up on the page so people will see it and know it is available. They will be setting it up so when someone clicks on a subject box it will automatically take them down the page to the area they have selected.

    7.5.2. – ADARS/IRT Update – D. Jennett
    The IRT Summary Stats and Text for Annual Report DRAFT from B. McEntee and D. Jennett was shared with the committee. We do not have data sets for 2016 for counties but we do have it for MDOT. We do not have any MDOT data for 2015. CSS will not have completed 2016 data until after May 2. A question arose as to how should CSS show IRT data for the year they have full data and the year they do not have much data? Some suggestions were if we do it by fiscal year, rolling years, or do estimated data and let them know what we actually have in 2015 and let them know we do not have 2016 data. For data standard they decided they will just give 2015 and let them know we do not have 2015

from MDOT and let them know that this is a work in progress. We want to just pick a start and end date and use that each year for the report. For right now, we will use the format as shown on the draft but this may change as the report progresses and we get more data for the categories.

IRT - Test users will be coming in on Friday, February 10, 2017, to look at the new IRT from Portland. CSS updated the compliance list in January and the ACT 51 team is on a lock-out mode and if we make changes to the ACT 51 distribution and reporting system, in March, the ACT 51 team does not reject any reports. They will give a compliance list next month.

A draft for the asset management page where people can upload their asset management plans has been created.

The "Save-the-Date" notice for the TAMC Spring Conference and the Training Schedules are the next scheduled updates for the Website. Both of those items will be added as soon as they are received. Meeting minutes for past council and committee meetings will also be posted.

8. Member Comments:
None

9. Public Comments:
None

10. Adjournment:
The meeting adjourned at 12:09 p.m.**;** the next meeting will be held March 1, 2017, 10:00 a.m., MDOT Aeronautics Building, Lansing